

[Caption and Names of Parties]

Report of Parties Planning Meeting

1. **Meeting.** Pursuant to FED. R. CIV. P. 26(f), a meeting was held on (date) at (place) and was attended by:
 (name) for plaintiff(s)
 (name) for defendant(s).

2. **Pre-trial Schedule.** The parties jointly propose to the court the following discovery plan: [Use separate paragraphs or subparagraphs as necessary if parties disagree.]
 - a. Discovery will be needed on the following subjects: (brief description of subjects on which discovery will be needed).
 - b. Disclosures pursuant to FED. R. CIV. P. 26(a)(1) to be made by (date). All discovery to be commenced in time to be completed by (date).
 - c. The parties expect they will need approximately (#) depositions.
 - d. Reports from retained experts under Rule 26(a)(2) due:
 from plaintiff(s) by (date).
 from defendant(s) by (date).
 - e. Parties should be allowed until (date) to join additional parties and to amend the pleadings.
 - f. All potentially dispositive motions should be filed by (date).

 [Note: The court will not consider a summary judgment motion until the parties have first discussed settlement. Any motion for summary judgment must be accompanied by a statement signed by lead counsel for both parties certifying that they have engaged in good faith settlement efforts.]
 - g. Final pretrial order: Plaintiff to prepare proposed draft by (date); parties to file joint final pretrial order by (date).
 - h. The case should be ready for trial by (date) [and at this time is expected to take approximately (length of time)].

3. **Settlement.** At least 14 days prior to the Rule 16(b) scheduling conference, plaintiff(s) is directed to make a written settlement demand to the defendant(s). At least 7 days prior to the scheduling conference defendant(s) is to respond in writing to the plaintiff's settlement demand.

4. **Consent.** Parties (do) (do not) consent unanimously to proceed before a Magistrate Judge.

Date: _____

/signed by all counsel